

eliminating racism empowering women

ywca job description

YWCA of Kalamazoo
Michigan
353 E. Michigan Ave.
Kalamazoo, MI 49007

T: 269-345-5595
F: 269-345-8230
hr@ywcakalamazoo.org
www.ywcakalamazoo.org

Last Revised On: March 27, 2012

POSITION: **Development Assistant**

JOB CODE: DA

FUNCTION: To provide comprehensive administrative assistance to the Development Department and development department of the YWCA. Further, to manage all data entries, reports and aspects of the fundraising database and to assist with development functions.

QUALIFICATIONS:

1. Minimum high school degree or equivalent. Associate's degree in business administration or related field strongly preferred. Two years of relevant office experience required; experience in non-profit fund raising environment strongly preferred.
2. Proficiency in data entry, spreadsheet, database, word processing, publishing and presentation software required. (Significant system level experience with an Access database (Raiser's Edge or other fundraising software highly preferred).
3. Demonstrated ability to organize data, records, systems and projects.
4. Demonstrated excellent oral and written communication skills.
5. Ability to initiate and cooperate, working alone or with a team.
6. Ability to work independently with a high degree of accuracy and precision. Must be detailed oriented.
7. Ability to respond to multiple competing projects with multiple deadlines.
8. Demonstrated ability to work with people of diverse backgrounds.
10. Demonstrated ability to make sound decisions and respond capably in stressful situations, and to understand and work within organizational structure, customs, practices, policies and procedures. Diplomacy and discretion are essential.
11. Demonstrated ability to work with people of diverse backgrounds.
12. Required characteristics and skills: A pleasant demeanor, willingness to take direction, flexibility, ability to be productive in a public work space, high ethical standards and common sense are all required.
13. Satisfactory response to criminal and child abuse and neglect history checks.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

RESPONSIBILITIES:

1. Provide administrative support to the Director of Development, Program Area Supervisor – Grants & Development and to the development office.
2. Assist with development functions.
3. Assist in maintaining the Association Raiser's Edge database, including donor/member files, statistics, reports, records, etc.
4. Prepare and develop required reports, statistics, pledge reminders, membership, mailing lists, etc. in a Raiser's Edge database and provide analysis as needed.
5. Assist Program Area Supervisor – Grants & Development in preparation, execution and evaluation of special events and fundraisers.
6. Assist Program Area Supervisor – Grants & Development with marketing and public relations activities, internal and external communications.

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7. Assist Program Area Supervisor – Grants & Development in developing, maintaining and evaluating development operations, organizing and implementing relevant administrative systems for maximum efficiency.
8. Provide coverage for development office and front desk as needed.
9. Provide necessary office administrative support.
10. Safeguard confidential information gained as a result of the position.
11. Comply with Association policy regarding required reporting of child abuse, elder abuse, suicide and homicide.
12. Comply with applicable local, state and federal licensing requirements/certification and/or regulations.
13. As a YWCA employee, project a positive image of the Association and its programs to the community, the Association and the program.
14. Work cooperatively with program participants, YWCA staff and volunteers.
15. Perform other duties as assigned.

TRAINING REQUIREMENTS:

1. Familiarization with YWCA Personnel Policies, Mission, Purpose and One Imperative.
2. Appropriate training and in-service which will occur during employment.
3. Training in database and software reporting and programming.

HOURS OF WORK: Part-time. Flexible as a response to program needs and as arranged with supervisor.

STARTING WAGE RANGE: \$10.40 – 11.44 per hour.

FLSA STATUS: Non-Exempt

DEPARTMENT: YW-DEV

SUPERVISED BY: Program Area Supervisor – Grants & Development